



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

Canc: Oct 04

CCBul 12000

2

14 Jan 04

COMBAT CENTER BULLETIN 12000

From: Commanding General
To: Distribution List

Subj: FISCAL YEAR 04 (FY04) APPROPRIATED FUND CIVILIAN EMPLOYEE AWARD POLICY

Ref: (a) CCO 12451.3E

Encl: (1) Special Contribution Award Form (SCAF)

1. Situation. This Bulletin provides annual policy guidance for FY04 to execute the Incentive Awards Program for Appropriated Fund Civilians Employees contained in the reference. The policy guidance does not pertain to civilians employed by tenant commands assigned to the Marine Corps Air Ground Combat Center (MCAGCC).

2. Mission. Develop policy guidance in the form of monetary and time-off award limits that may be granted to all appropriated fund civilian employees assigned to the Marine Air Ground Task Force Training Command (MAGTF) for FY04.

3. Execution. The Civilian Personnel Awards Board (CPAB), along with Directors and principal General Staff Officers with appropriated fund civilian employees will comply with the monetary and time off award limits specified in this Bulletin. Enclosure (1) should be completed prior to submitting request to the CPAB. Funding limits by category:

a. Tier Awards. Tier I/II/III Monetary Awards reviewed by the CPAB during FY04. Tier and On-the-Spot awards are funded by and within the Directorate's/Principal General Staff's Material and Services funding account.

- Base Operations Support (BOS) funded employees - \$39,610
- Central CAX (CCAX) funded employees - \$10,350
- Maintenance Real Property funded employees - \$9,822
- Housing funded employees - \$2,218

b. On-the Spot Award. Directors/Principal General Staff Officers may distribute their respective monetary award limit amongst their appropriated civilian workforce within the limits set forth in the reference and established in this Bulletin. Civilian employees who report directly to the Commanding General or Chief of Staff are not included in the Directorate/Staff Section monetary limits. Their limits are at the discretion of the Commanding General or Chief of Staff. Directors or Principal General Staff that wish to award an On-the-Spot monetary award for which they do not have sufficient funds or the award exceeds their respective monetary limit may forward the award to the CPAB for consideration. On-the-Spot Award funding limit for each Director/General Staff Office (calculated at \$160/year/employee as reported in the On-Board Strength Report as of 1 Oct 2003):

Directorate/Staff Section	On-the-Spot Monetary Limit
Installation & Logistics BOS (107)	\$17,120
Installation & Logistics MRP (93)	\$14,880
Installation & Logistics Housing (15)	\$2,400
Installation & Logistics CCAX (98)	\$15,680
Human Resources Office (7)	\$1120
Inspector/Safety (8)	\$1280
Business Management (4)	\$640
Staff Judge Advocate (2)	\$360
Provost Marshall's Office (1)	\$160
Communication Data (29)	\$4,640
Manpower (4)	\$640
Marine Corps Community Services (73)	\$11,680
Operations and Training (18)	\$2,880
Comptroller BOS (29)	\$4,640
Comptroller CCAX (2)	\$320
Headquarters Battalion (1)	\$160
Public Affairs Office (1)	\$160

c. Time Off Award. During FY04 the maximum Time Off Award for any employee will be 40 hours per their annual leave period. Directors/Principal General Staff Officers may distribute their respective award limit hours amongst their appropriated civilian workforce within the limits set forth in the reference and established in this Bulletin. Time Off Award recommendations greater than 40 hours will be forwarded to the CPAB for consideration. Firefighter working a 144-hour pay period the maximum time off award will be 72 hours. Fire Department employees working a 112-hour pay period the maximum time off award will be 56 hours. When a 56-hour time off award is granted the time off by the employee must include one overnight tour of duty. Time Off Award limits for each Director/General Staff Office (calculated at 16 hours/year/employee as reported in the On-Board Strength Report as of 1 October 2003):

Directorate/Staff Section	Time Off Award Limit
Installation & Logistics (298) (*Minus Fire Department (45))	4,768 hours
Fire Department 144-hour employees (40) (36 hours)	1,440 hours
Fire Department 112-hour employees (5) (23 hours)	115 hours
Human Resources Office (7)	112 hours
Inspector/Safety (8)	128 hours
Business Management (4)	64 hours
Staff Judge Advocate (2)	32 hours
Provost Marshall's Office (1)	16 hours
Communication Data (29)	464 hours
Manpower (4)	64 hours
Marine Corps Community Services (73)	1168 hours
Operations & Training (18)	288 hours
Comptroller (31)	496 hours
Headquarters Battalion (1)	16 hours
Public Affairs Office (1)	16 hours

d. Personnel Award Eligibility. Personnel positions that are funded with targeted/fenced Office of the Secretary of Defense funding or are participating in the Consolidated Civilian Career Training Program are subject to the awards limits specified in this Bulletin. Their positions have been included in calculating their respective Directorate/Principal Staff Section limits. Per the reference, the Cooperative Administrative Support Unit (CASU) personnel and contract employees are not eligible for the Incentive Award Program for Appropriated Fund Civilian Employees.

e. MAGTFTC Comptroller/Human Resources Officer (HRO). The HRO in conjunction with the MAGTFTC Comptroller will monitor the Directorates/Principal General Staff's execution of the monetary and time off limits specified in this Bulletin. They will report quarterly to the Chief of Staff on the status of each Directorate/Principal General Staff's compliance with the established limits.

4. Administration and Logistics. Distribution Statement A-1 directives issued by the Commanding General are distributed via e-mail. This Bulletin can be viewed at <http://www.29palms.usmc.mil/dirs/manpower/adj/index.asp>.

5. Command and Signal

a. Signal. This Bulletin is effective the date signed.

b. Command. This Bulletin is applicable to the Marine Corps Total Force.


J. D. NICHOLS
Chief of Staff

DISTRIBUTION: A-1

Special Contribution Award Form (SCAF)

Directorate/Division:	
Control Number:	
Individual Award:	
Group Award:	
Name of Employee:	
Group:	

Type of Award

Special Act, Service, or Achievement	On-the-Spot - Time Off
Tier I - Monetary, \$500 - \$5000	On-the-Spot - Monetary, \$25 - \$500
Tier II - Monetary, \$500 - \$2500	Other:
Tier III - Monetary, \$500 - \$1000	Beneficial Suggestion - Monetary

Other:
Beneficial Suggestion - Monetary

Reason for Award

--

On-the-Spot Award Period Covered:	From:	To:
Nomination Official:		
Signature:	Date:	
Cash Award Amount:	TOA Hours:	
Org. Approving Official:	Date:	

ENCLOSURE (1)